

## **ATTENTION!!!**

### **FEDERAL AGENCIES and SASP OFFICES**

#### **SPECIAL ON-SITE SCREENING OF FEMA PARK MODEL AND MOBILE HOMES AT CUMBERLAND, MARYLAND**

A special screening of Manufactured Homes and Park Models is scheduled for **July 12-13, 2011, starting at 10:00 am EST each day** at Cumberland, Maryland. The units available are in usable condition, but may require some repairs.

#### **Screening and Selection Options:**

**Federal Agencies** are advised to arrive promptly for the screening scheduled for 10:00 am on July 12th, as that is the day designated for **Utilization** screening. **State Agencies and approved donee screeners** are advised to arrive promptly for the screening scheduled for 10:00 am on July 13th, as that is the day scheduled for **Donation** screening. All participants must sign in at the FEMA main gate at 11601 Pittsburg Plate Glass (PPG) Road. After signing in, participants will be escorted to the screening area.

Before screening begins each day, a GSA representative will brief all participants on the screening/allocation/approval process. **Participants will not be permitted to screen property prior to the GSA briefing.**

If you cannot be present at the site on the scheduled dates, please send your request(s) to the attention of Richard Creal at [richard.creal@gsa.gov](mailto:richard.creal@gsa.gov) or fax to (215) 829-2810 by close of business July 8, 2011. These e-mailed or faxed Federal and State requests—along with the required Certification Statements (see **Notices** section on page 2) will be honored at the conclusion of each on-site screening day, respectively.

**(Agencies are asked to RSVP at [richard.creal@gsa.gov](mailto:richard.creal@gsa.gov) by July 8, 2011—with name and contact information--if they expect to attend the event in Cumberland, MD!)**

#### **Date, Time, Location and General Directions for Screening:**

<b>Date:</b>	<b>Location:</b>
July 12-13, 2011	FEMA –LC Cumberland
10:00 a.m. EST	11601 Pittsburg Plate Glass (PPG) Road
	Cumberland, MD 21502

#### **Directions from all points—**

FROM INTERSTATE 68:

TAKE EXIT 43B (COMING EITHER FROM THE EAST OR WEST)

GO SOUTH/EAST ON INDUSTRIAL BLVD-RT.51

GO 1.1 MILE TO VIRGINIA AVENUE

CONTINUE STRAIGHT FOR 4.3 MILES TO PPG ROAD  
TURN RIGHT ONTO PPG ROAD AND GO ½ MILE TO FEMA SITE (on right)  
TOTAL DISTANCE IS 5.9 MILES FROM EXIT 43B

**The Process in Brief:**

**Selection:** For *on-site requests*, agencies will be required to pick up the Inventory Cards located inside each item (trailer) and include them with your request forms (SF-122's and SF-123's – see below, next section) at the time of submission to GSA for approval. These cards identify the particular units and will verify your selection of the item(s). For *e-mail/faxed requests*, indicate the number of items being requested—and any preferences in make, model and type—and we will attempt to satisfy your needs from the remaining (available) inventory.

**Approval:** GSA will be on site to approve all Federal Transfers (Standard Form 122) and State Transfers (Standard Form 123). **Agencies are encouraged to bring blank pre-approved 122s/123s signed by their agency to facilitate the process. Screeners may use the item spreadsheet (provided) as an attachment to the SF-122/123 to identify the specific item(s) being requested.** A fax machine will be available for those agencies unable to bring a blank pre-approved SF 122/123.

**Removal:** Agencies have **15 calendar days to remove the property**, but are encouraged to remove ASAP.

**Additional Information:**

**Notices:** Federal and state agencies are strongly encouraged to review the relevant informational notices provided on the homepage of GSAXcess® that are listed under **FEMA Information** and **FEMA Certification Statement**. **The applicable “certification” form is required for each transfer document (SF-122 or 123).**

**Points of Contact:** In GSA, for information on the paperwork and process contact Richard Creal by e-mail at [richard.creal@gsa.gov](mailto:richard.creal@gsa.gov) or by phone (757) 777-5675 fax (215) 829-2810 ; In FEMA, for information on item details and scheduling (pick up) requirements contact Tim Farrell by e-mail at [timothy.farrell@fema.gov](mailto:timothy.farrell@fema.gov) or by phone/fax at 301-777-4256/4231

**Inventory Listing:** Provides information on the Make, Year, Model, and other pertinent details. For more information, see the FEMA contact person listed above.

**Transportation Points of Contact:** GSA Transportation Specialists can assist you in locating transport companies—when and if needed. It should be noted that while Federal Agencies can use GSA Schedules to obtain special pricing, state agencies must independently negotiate their own prices. Contact John Wheeler by e-mail at [john.wheeler@gsa.gov](mailto:john.wheeler@gsa.gov) or by phone/fax at 703-605-9190/9933 for information.

**Hotel/Accommodation Listing:** Participants in the screening may contact [MdMountainside.com](http://MdMountainside.com) or call 1-800-425-2067 for information on hotel/motel accommodations and other services in the greater Cumberland area, as needed.